

**END-OF-YEAR DATA SUBMISSION  
CERTIFICATION LETTER  
FY 2002-2003**

This certifies that the enclosed end-of-year data is accurate and complete. It is the official data submission for this agency for the 2002-2003 program year. I also certify that there are complete records to support all TOPSpro data submitted and that all programs have been conducted in accordance with federal and state laws and regulations.

I have enclosed the data submission requirements, checked below, to comply with the 2002-2003 end of year data submission:

**WIA 225/231 and EL Civics Agencies**

- ☐ TOPSpro Export file
- ☐ Complete Data Quality Standards
- ☐ Data Integrity Report
- ☐ Completed and Signed Certification letter
- ☐ California Benchmark Summary Report

**EL Civics Additional Requirements**

- ☐ Final Progress Report
- ☐ Outcome Dataset Summary Report

I understand that CASAS will return to me an official verified Benchmark Summary Report and/or an Outcome Dataset Summary Report for my agency based on the data received from us. At that time, our agency will have the opportunity to compare the official Benchmark Report and/or Outcome Dataset Summary Report produced by CASAS for our agency and the one we produced internally. If discrepancies exist, I understand that I will be given the opportunity to contact my CDE Regional Consultant and receive technical support from CASAS, as long as all disputes are resolved during the following timeline:

- No later than August 15, 2003: All data submission requirements must be **received** by CASAS.
- No later than September 1, 2003: All data submission disputes must be **resolved**.

Agency Name:	
Person Completing Form (print)	Telephone:
Signature:	Date:
Agency's Authorized Agent (print)	Telephone:
Signature:	Date: